

SPONDON LIBERAL CLUB

RULES

Established 1892

2 Moor Street
Spondon,
Derby

DE21 7EA

SPONDON LIBERAL CLUB RULES

1. NAME

The name of the Club shall be called the "Spondon Liberal Club". The club shall be registered in compliance with the Provision of the Licensing Act.

2. OBJECTIVE

The object of the Club shall be to encourage activities, mental and moral improvement, and rational recreation.

3. CONSTITUTION

The management of the club shall be vested in a Management Committee of fifteen members, consisting of Chairman, Secretary, Treasurer, not more than three - not less than two - trustees, the balance to be made up of ordinary members to be known as Committee Men. Seven members of the Management committee to form a Quorum.

No member shall be eligible for the Management Committee until they have served one years' membership, and ten years' membership to be eligible to be a Trustee. A Trustee shall be nominated for the position by the Management Committee at the Annual General Meeting

4. ELECTION OF MANAGEMENT COMMITTEE

(i) Chairman, Secretary and Treasurer to be elected by ballot every three years in rotation (i.e. one per year). The ballot to be held within 28 days of the AGM
In the event of any of the above three officers being unable to complete his term of office the remaining Management Committee can authorise a replacement until the end of that term of office.

(ii) The Trustees shall be elected by ballot of the members whenever a vacancy arises, and shall remain in office during the pleasure of the Club. Any or all the Trustees may be removed by a majority of the members present at a Special General Meeting called for that purpose in the following manner.

The Secretary shall summon the meeting

(a) At the direction of the Committee.

- (b) Upon receipt of a request signed by a minimum of 50 members.
- (iii) Committee Men are to be elected bi-annually within 28 days of the AGM by ballot of Club members.

In the event, in mid-office, of a vacancy arising amongst the Committee men, the remaining members of the Management Committee shall authorise a ballot of the Club Members to elect a replacement Committee Man. The replacement will serve on the Committee until the end of that term of office. If the vacancy arises within three months of the termination of that term of office, the Management Committee at their discretion shall suspend replacement until the Committee has been re-elected.

5. ELECTION OF THE PRESIDENT

A person nominated for the position of President shall be determined by the Management Committee and approved by the members at the AGM. The President shall hold this position during the pleasure of the Club.

A person nominated must have been: -

- (i) A club member who has had 20 years' unbroken membership.
- (ii) Have served the Club in a loyal and beneficial manner.

This position alone does not allow him Management Committee status.

6. DUTIES OF THE MANAGEMENT COMMITTEE

(i) GENERAL.

All Management Committee members are to ensure: -

- (a) the good order and discipline of the Club.
- (b) the Club improves to the advantage of the members.

The Management Committee are to conduct themselves in such a manner becoming their position.

(ii) CHAIRMAN

The Chairman shall: -

- (a) Chair Management Committee meetings.

- (b) Chair AGM's and EGM's
- (c) Have all special Management Committee meetings called through him.
- (d) During Management Committee meetings have a casting vote.

In the absence of the Chairman the Management Committee are empowered to nominate a person to take the chair.

(iii) **SECRETARY**

The Secretary shall: -

- (a) Carry out the directions of the Management Committee.
- (b) Attend all meetings and take minutes of the proceedings.
- (c) Supply all members with a copy of the rules.
- (d) Forward to the proper authorities the annual return required by the Club Registration Act.
- (e) Attend Court for renewal of licences or special extension requirements.
- (f) Have overall responsibility for the day to day running of the Club and its employees.
- (g) Delegate responsibility to the above employees.
- (h) Hold licences and be responsible for their renewal in the constitution of the Club's business.
- (i) Renew insurance as and when required.
- (j) Be available AGM and EGM to, if required answer any relevant questions

(iv) **TREASURER**

The treasurer shall: -

- (a) Receive all monies, have charge of all fund and make all payments on account of the Club.
- (b) Make available to the Management Committee books of account and keep them up to date of the current situation.

- (c) Keep the accounts in such a manner that the Auditors can prepare the annual accounts.
- (d) On completion of said accounts present them to the Management Committee and, if passed, to the AGM.
- (e) Be available at the AGM's and EGM's to, if required, answer any relevant questions.

(v) **TRUSTEES**

The property of the Spondon Liberal Club is vested in not more than three and not less than two Trustees who hold the club for the benefit of the members, and no alteration in the Constitution of the Club shall be made without the consent of the majority of the trustees. They shall have power to borrow money on mortgage for structural purposes for the benefit of the members with the consent of a majority of the members at a convened meeting.

Only two Trustees may vote at any meeting of the Management Committee.

Carry out such duties as requested by the Management Committee.

(vi) **COMMITTEE**

The Committee shall: -

- (a) Represent the members of the Club at Management Committee Meetings.
- (b) Carry out such duties as requested by the Management Committee.
- (c) Ensure proper conduct is maintained in the Club.

7. **DUTIES OF THE STEWARD / STEWARDESS**

They are employed by the Spondon Liberal Club and is responsible to the Secretary. They shall take charge of all the furniture and goods belonging to the Club, and shall see that everything is kept in proper order to the satisfaction of the Management Committee. They shall enter all monies received on account of the Club to the treasurer and shall be further required to give such security as the Secretary may decide.

They shall on no account allow improper conduct in the club and any such cases that arise he must report same to the secretary or, if not present, any other member of the Management Committee. They will be a non-subscription paying non-voting member of the Club.

8. MEMBERS

- (i) Application for Membership.
 - (a) Applicants for membership must be aged 18 or over.
 - (b) In signing, the applicant shall agree, in the event of them being accepted, to abide by the Rules now or hereinafter in force.
 - (c) The application will be considered at a convenient time designated by the Management Committee who reserve the right to refuse any application.
 - (d) No applicant, if accepted, shall become a club member until they have paid the full current enrolment fee and annual subscription fee has been paid.
 - (e) Immediate family of a member having attained the age of 18 years shall, at the discretion of the Management Committee, be eligible for membership. Those who do not wish to become members shall be classed as Guests (see rule 10). The Management Committee reserve the right to waiver the joining fee in certain situations.
- (ii) Conduct

Should the conduct of any member, either in or out of the Club be, in the opinion of any member of the Management Committee, injurious to the character or interest of the Club, the Management Committee shall be empowered to suspend (temporarily) at once, pending a full enquiry either to suspend or expel, when such member must be given at least seven days' notice to attend enquiry. That neither suspension nor expulsion shall take place unless agreed to by the majority of the Management Committee present at the enquiry.

Drunkenness, bad language, or other misconduct shall not be permitted on the Club's premises, and the Steward and members of the Management Committee are empowered to remove from the Club anyone infringing the Rules and shall at once report the same to the Secretary and other members of the Management Committee.

In transacting any business of the Club no member shall accept any monetary perquisite for his individual gain.

No person who has been expelled from the Club shall again be proposed as a candidate unless the consent of the Management Committee has been obtained to his being proposed.

- (iii) Pub Watch is a local crime prevention initiative introduced to deter individuals from committing offences whilst in a licenced premise.

Spondon Liberal Club supports Spondon Pub Watch but is not a member of such a scheme as the Club provides its own disciplinary procedures. However, any Guest that contravenes Spondon Pub Watch and is refused access to Licenced Premises will face the same restrictions within Spondon Liberal Club.

Pub Watch has also introduced an early warning system that pre-warns other establishments of drunken behaviour. Spondon Liberal Club support this initiative and will actively participate in this activity.

9. SUBSCRIPTIONS

- (i) The annual subscription and enrolment fee shall be determined by a majority vote at the AGM.
- (ii) All annual subscriptions are due for renewal on the 1st January and shall be fully paid up by the 31st January. Any member not fully paid up by the aforesaid date shall be considered lapsed and any member wishing to continue his membership shall have to re-apply. See Section 8 (i).

In exceptional individual circumstances the Management Committee reserves the right to relax the above.

- (iii) The Management Committee reserves the right to reduce the subscription fee depending when the application for membership is submitted.
- (iv) As of January 1st 2018 all new applications for membership are carried out on an individual membership. Joint membership will not be granted after this date.
- (v) Free membership is given to members who are: -
 - (a) 65 and have been members for the previous 10 years.
 - (b) Over and when they have been members for the previous 10 years.
 - (c) Under and retired early due to health reasons and have been members for the previous 10 years. This is at the Management Committee's discretion.

- (d) After 1st January 2018 any individual joining the club as a member will be offered free membership at the age of 70 providing they have completed 10 years' continuous service.

10. VISITORS

A visitor will be accorded the status of Guest and abide by all rules of the club. A Guest is defined as a member of the public who has not completed the Membership process.

The Management Committee aim to increase club membership by promoting the benefits of the club to our Guests. The Management Committee may elect to subsidise certain events, functions or parties throughout the year. These events will be designated Member Only Events and as such will not be available to Guests.

Guests are responsible for signing themselves in to the visitors' book, and failure to do this could result in the Guest being asked to vacate the club. Guests are responsible for ensuring they abide by the rules of the club at all times.

Members and officials of visiting teams invited to the club to participate in organised games or tournaments, at the discretion of the Management Committee, can be admitted to the premises, and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises providing the date has not been designated a Member Only Event.

These conditions shall not apply to the introduction by any member their partner who may enter the club freely without the need to sign in. In the event of a death of a member the aforesaid conditions shall continue to apply to the surviving partner.

The entrance fee will be determined by the Management Committee.

All visitors are bounded by the Club rules.

11. SERVICEMEN / WOMEN

Any serving member of the Armed Forces will be allowed Guest rights to the Club by signing the Visitors book.

12. MINORS

- (i) No minor will be allowed admittance without the accompaniment of a responsible member.
- (ii) Minor under the age of 14 years are not allowed in the Club Concert room after 2100 hours on Saturday or other nights designated by the Management Committee.

- (iii) Sunday night minors under the age of 10 years of age are not permitted in the Concert room after 2100 hours.
- (iv) Minors under the age of 14 must be supervised at all times.
- (v) Minors over the age of 14 still remain the responsibility of the parent / guardian.
- (vi) Minors under the age of 16 will not be served at the bar after 2030 hours on all days
- (vii) No person under the age of 18 years of age are allowed in the Lounge.
- (viii) To avoid any unnecessary accidents at the bar minors under the age of 16 should not loiter or play in the area of the bar at any time.
- (ix) Intoxicating liquor will not be sold to or consumed on the premises by any person under the age of 18.
- (x) No minor under the age of 18 shall be allowed to play on the gaming machines.
- (xi) The Management Committee reserve the right to relax points (ii) and (vi) above when deemed appropriate.

13. CLOTHING

All members are required to maintain a reasonable standard of dress within the club.

14. GAMES

The team captain shall be initially responsible for the Club Team. During official competitive fixtures the Club Captain of that team has the authority to allow / disallow the use of other machines / games TV etc in that area.

15. BLACK-OUTS / RAFFLES / OTHER FUND RAISING

Any Fund raising for general gain or charity can only take place with the authorisation of the Management Committee.

16. DAMAGE TO CLUB PROPERTY

Any member / visitor wilfully damaging, or removing any of the Club property shall be liable for the cost of repair or replacement of the same.

17. DOGS

No dogs are allowed on the Club's premises except at the discretion of the Management Committee.

18. COMPLAINTS

Any member having any cause for complaint is to notify the same by letter, addressed to the Secretary who shall bring before the Committee such complaint at their next meeting.

19. ANNUAL GENERAL MEETING

The Annual General Meeting of the members shall be held annually at the first available opportunity after the end of the financial year on a date to be fixed by the Committee, to receive a statement of the accounts and balance sheet, and a report of the auditors for the previous year.

Fourteen days' notice, in writing, of such meeting shall be posted in the Club. Any items for discussion are requested to be in writing to the Secretary prior to the meeting.

20. EXTRAORDINARY GENERAL MEETING

- (i) An extraordinary general meeting shall be called by the Secretary in the following cases: -
 - I. Upon direction of the Committee and in accordance with such direction.
 - II. Upon a request forwarded to the Secretary signed by 1/8th of the members or 50 members, whichever is the less.
- (ii) Notice of any EGM and the object for which it is called shall be posted by the Secretary in the Club at least seven days prior to the date of the meeting.
- (iii) No business other than that named in the notice shall be brought before the EGM.
- (iv) At the EGM 25 members shall form a quorum. No lack of a quorum occurring after the Chairman has opened the meeting shall make a meeting incompetent to transact business.
- (v) At any AGM or EGM every member present shall have one vote on each resolution.
- (vi) The bar shall be closed for the duration of the meeting.
- (vii) No proxy votes will be permitted.

21. COMMITTEE MINUTES

The minutes of committee meetings are privy to the Management Committee and as such will not be available for inspection by the members. If a member's question relates to a specific point in the minutes that section alone at the Management Committee's discretion, may be shown to him.

22. HOURS OF OPENING AND SUPPLY OF INTOXICATING LIQUOR

- (i) The club premises shall be open to the members during such hours as may be determined from time to time by the Committee and displayed on the Club premises.
- (ii) The permitted hours of the supply of intoxicating liquor shall be such as may, from time to time be fixed by the Committee in accordance with the Licensing Act 2003 and the Club Premise Certificate

23. CAR PARK

The Club car park is for use of members and their guests only. The car park will be closed for the duration of Christmas Day.

24. RULES

No new rule or alteration to rules shall be made except at a General or Extraordinary General Meeting. Notice of a motion shall be given to the Secretary and posted in the Club at least seven days previous to the meeting at which it is to be discussed.

